



# LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748  
www.hivcommission-la.info

*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*

## OPERATIONS COMMITTEE MEETING MINUTES October 16, 2008

Approved  
11/20/08

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Diana Baumbauer, <i>Co-Chair</i>	Jim Chud	Robert Butler	None	Jane Nachazel
Nettie DeAugustine, <i>Co-Chair</i>	Michael Green			Craig Vincent-Jones
Al Ballesteros	Ted Liso			Nicole Werner
Anthony Bongiorno				
Mike Johnson				
Dean Page				
Natalie Sanchez				
Robert Sotomayor				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 10/16/2008
- 2) **Minutes:** Operations Committee meeting minutes, 7/19/2008
- 3) **Minutes:** Operations Committee meeting minutes, 9/18/2008
- 4) **Roster:** Los Angeles County Commission on HIV, 9/25/2008
- 5) **Maps:** Los Angeles County by Service Planning Area and by Supervisorial District, August 2002
- 6) **Matrixes:** Commission on HIV Nominations Scoring by Score and Alphabetical by Name, 9/9/2008
- 7) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 8) **Commissioner Application:** Marcos Aviles, 7/14/2008
- 9) **Commissioner Application:** Robert Butler, 9/3/2008

1. **CALL TO ORDER:** Ms. DeAugustine called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order, as amended (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the July 19, 2008 Operations Committee meeting minutes, as presented (*Passed by Consensus*).  
**MOTION #3:** Approve the September 18, 2008 Operations Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARY REMARKS:** No longer on the agenda.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:**
  - Mr. Bongiorno noted that he would recruit for a replacement for the Consumer SPA #5 alternate seat. Mr. Vincent-Jones replied that two candidates were not required for alternate seats.
  - Mr. Johnson asked about his alternate, Ms. Mendia, who does not attend many of the meetings. He offered to recruit another alternate if Ms. Mendia does not want to serve as an alternate any longer.

## Operations Committee Meeting Minutes

October 16, 2008

Page 2 of 3

---

7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

8. **CO-CHAIRS' REPORT:**

- Ms. DeAugustine reported that Mr. Chud was in the hospital.
  - It was noted that the November CHPG meeting was scheduled opposite the Commission's Annual Meeting.
  - It was agreed to reduce the length of Operations Committee meetings, to 12:30 to 2:30 pm.
- A. **Co-Chair Election:** Ms. Baumbauer is retiring from the Commission to take a position with Kaiser Permanente. The Committee thanked her for her service.
- MOTION #4:** Elect Michael Johnson Operations Committee Co-Chair (*Passed by Consensus*).

9. **OPEN NOMINATIONS PROCESS:**

A. **Candidate Interviews:**

- Robert Butler was interviewed for a consumer seat on the Commission. The Commission requires that two nominees be considered for each seat, unless there are exceptional circumstances. This seat has been vacant for two years, compromising consumer representation, and the Committee assessed that SPA 8 stakeholders had made significant attempts to recruit additional consumer candidates. Mr. Butler is well-known in the community and was a Commissioner for five years—during which time he was a key leader in the Commission's separation from the Department of Public Health.
- It was agreed to defer scoring Mr. Aviles' application until the November committee meeting.

**MOTION #5 (Johnson/Bongiorno):** Nominate Robert Butler to the Consumer SPA #8 seat (*Passed by Consensus*).

B. **Member Nominations:**

- Mr. Butler asked about the Medi-Cal seat. Mr. Vincent-Jones said it had become even more difficult to fill since Medi-Cal was no longer part of the same state department as the Office of AIDS. Mr. Vincent-Jones mentioned that, if necessary, he could contact Herb Schultz in the Governor's office for help getting a response from Medi-Cal.
- It was reported that several Commissioners are several months late submitting their renewal applications.
- ➡ Ms. DeAugustine reported that she would follow-up with the Native American community for membership recruitment.
- ➡ Send reminder emails to those whose renewal applications are overdue: one email to those whose applications are a year or older, and another to those whose seats expired in June 2008.

C. **Latino Recruitment:**

- Mr. Vincent-Jones reported that the recruitment meeting for Latino/a consumer membership candidates had been rescheduled, and will be held in January 2009. Thank you letters will be sent to people who participated in the Latino Recruitment Task Force, along with a Commission fact sheet.
- Ms. Sanchez reported recruitment was highlighted at the National Latino AIDS Awareness Day (NLAAD) Summit on October 14<sup>th</sup>. Mr. Ballesteros said a key focus was to ensure providers knew their responsibility to recruit consumers.

10. **COMPREHENSIVE TRAINING:**

- The Committee identified three areas of comprehensive training focus: leadership development, skills building and community mobilization, for planning body members, providers and consumers. The Committee will collaborate with the Service Provider Networks (SPNs) as they develop training curricula this year to comply with contractual requirements. A matrix of potential topics to incorporate into the various curricula is being reviewed, and the potential for on-line training is being explored.
- Mr. Johnson noted that SPNs were working together to develop consumer leadership training and are planning a summit February 2009. A work group will meet October 29. Mr. Vincent-Jones added that it would be helpful to have separate English- and Spanish-language training for general consumer leadership.

11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):**

- Mr. Vincent-Jones reported that it would not be worthwhile to review the AAM follow-up matrix without OAPP representation at the meeting. The Committee felt that OAPP representation at the meeting was becoming problematic, and needed to be addressed.

12. **CONSUMER CAUCUS:**

- Julie Cross, the new benefits consultant for the EMA, will join the Consumer Caucus for part of each of their meetings. Mr. Vincent-Jones said one of Ms. Cross' responsibilities will be to develop benefits specialty training. A framework is also being developed for her to provide assistance for providers and consumers

## **Operations Committee Meeting Minutes**

October 16, 2008

Page 3 of 3

---

- It was reported that Providers in SPAs 3 and 5 are hosting Town Hall meetings. The goal is to encourage people to start thinking about subjects for “Meet the Grantee” meetings in their respective SPAs.

13. **COMMITTEE WORK PLAN UPDATE:** The item was postponed.
14. **COMMISSION OPERATIONS:** The item was postponed.
15. **ORDINANCE REVISIONS:** The item was postponed.
16. **COMMITTEE ACTIVITIES:** The item was postponed.
17. **COMMUNITY RELATIONS:** The item was postponed.
18. **POLICIES AND PROCEDURES:** The item was postponed.
19. **NEXT STEPS:** The item was postponed.
20. **ANNOUNCEMENTS:** The item was postponed.
21. **ADJOURNMENT:** The meeting was adjourned at 2:30 pm.